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1778

RULES AND ORDERS ·
OF THE SOCIETY INSTITUTED AT
LONDON FOR THE ENCOURAGEMENT
OF ARTS MANUFACTURES AND
COMMERCE.



L O N D O N
PRINTED BY ORDER OF THE SOCIETY
M D C C L X.

RULES AND ORDERS.

Of the Officers, and Manner of their
Election.

TH E R E shall be one President, ten Vice-Presidents, a Secretary, an Assistant Secretary, a Register, and a Collector of the Subscription Money ; which Officers shall be elected by Ballot, on the first Tuesday in March annually : and on that Day no other Business shall be transacted.

In order to this Election the President, one of the Vice-Presidents, or in their Absence some other Member appointed by the Majority, shall take the Chair at eleven of the Clock in the Forenoon ; and after chusing three or more Scrutineers (the Number to be determined by the President or presiding Member) by holding up of Hands, the balloting Glas shall be placed before the Chair, and stand open for receiving Lifts until two of the Clock in the Afternoon : at which Hour the Ballot shall be closed.

A sufficient Number of printed Balloting Lifts of all the Officers in being (according to the Form annexed (A) shall be ready ; in which if any Member chuses an Alteration, he is to strike his Pen across the printed Name or Names of such as he disapproves, and write on the blank Side the Name or Names of such as he would substitute in their Place.

Each Member shall deliver his Lift, folded up, to the President or presiding Member, to put into the Glas ; and a Scrutiner sitting on each side of the Chair, with a Lift of the Members before him, shall mark the Name of each Member so delivering in his Lift.

When the Ballot is closed, one of the Scrutineers shall open and read aloud each Lift, and file it, whilst the other two or more mark the Names ; and when all the Lifts are drawn, the marking Scrutineers shall cast up and report the same to the Chair ; after which the President, Vice-President, or presiding Member, shall declare the
Persons

Persons who have the Majority of Votes to be the Officers respectively, for the ensuing Year.— Such Election shall likewise be declared again at the next Meeting of the Society.

If the President, or any of the Vice-Presidents, shall resign or die, the remaining Vice-Presidents shall continue to act and preside at the Meetings of the Society, in the Order they are placed in the Election List, until the next annual Meeting for the Choice of Officers, or some other general, or extraordinary general Meeting, which the Society shall please to appoint for such particular Election.

If any of the Offices of Secretary, Assistant Secretary, Register, or Collector, shall become vacant; a Person shall be appointed at the next Meeting of the Society, to act in such respective Office of Secretary, Assistant Secretary, Register, or Collector, until the next general Meeting, or an extraordinary general Meeting, which shall be appointed for electing a Person by Ballot to fill the vacant Office for the remaining Part of the Year.

At all Elections of Officers, if the Suffrages should be equal, the Decision shall be by Lots prepared by the Scrutineers, and drawn by the President, Vice-President, or presiding Member.

Notice of the annual, or of any occasional Election of Officers, shall be published three different Days, in such News Papers as the Society shall order, one Week at least before the Day of Election.

Notwithstanding the Election of Officers is annual, the Society reserve to themselves the Power of removing either their Secretary, Assistant Secretary, Register, or Collector, by two general or extraordinary general Meetings; in which case the said Officers shall be paid their Salaries in such Proportions as may be then due to them.

Neither the Secretary, Assistant Secretary, the Register, (with Exception only to Mr. Shipley the present Register) nor the Collector of the Subscriptions, shall be Members of this Society.

No Person, except he shall have been an Officer the preceding Year, shall be admitted as a Candidate for any lucrative Employment, without having personally presented his Petition or Memorial to the Society a Fortnight before the Day of Election; which Petition or Memorial shall be read immediately after the first, and again after the second Reading of the Minutes.

A Porter shall be chosen or removed at any Meeting of the Society; and so long as he continues in their Service, he shall be paid a Salary of twenty Pounds a Year.

Duty of the President, Vice-Presidents, and Chairmen.

THE Duty of the President, Vice-Presidents (in the Order they appear in the List) or Chairman, is to preside at all Meetings, with his Hat on, if he pleases; to regulate the Debates of the Society; to state and put Questions both

in the Affirmative and Negative, according to the Sense and Intention of the Meeting ; to check Irregularities, and keep all Persons in Order ; to direct Summons for all extraordinary general Meetings, and to execute, or see to the Execution of all the Rules and Orders of the Society.

The President, or any one of the Vice-Presidents, shall sign Receipts for the Subscription Money ; and any two or more of them are empowered to draw upon the Bank for such Sums of Money as the Society shall direct.

Business of the Secretary.

HE shall attend all Meetings and Committees of the Society ; he shall take down all Minutes, and produce them, fairly written, at the next ensuing Meetings. He shall read all Letters and other Papers, sent or communicated to the Society, and translate them into English, if they should be in another Language. He shall prepare all Answers, when ordered by the Society, in such Language as shall be directed, and lay the same before the Committee appointed for their Examination. He shall prepare an annual historical Register of the Transactions of the Society, beginning every Year from Midsummer Day, and ending that Day Twelvemonth. This Register shall contain an Account of all Premiums bestowed, with the Names of the Persons who have received them, digested under proper Heads ; what Premiums the Society have engaged for, the next and succeeding Years : the Number of Members, with the Amount of their

Subscriptions, and Money in Bank, as they stood on Midsummer Day ; and what have been the Expences in Officers, Servants, Apartments, and Workmens and Tradesmens Bills of all Sorts. This annual Register shall likewise contain particular Accounts of all the Improvements in Mechanics, Manufactures, Agriculture, etc. with such Resolutions the Society have come to, and Informations they have received, as shall appear to be most useful and important. The whole to be put into proper Order, and References to the Minutes, from which the several Accounts are taken, to be inserted in the Margin ; and, after having been approved of by a Committee, to be printed for the Use of the Members, by the Middle of November in every Year. It is not intended that this Register should be read in the Society ; the Care that nothing should be printed, which is improper, being trusted to the Committee. He shall prepare all Lists of Premiums, Lists of Members, Advertisements, and other Publications ordered by the Society, and take care that the same be properly and correctly printed ; and his Name, or that of the Assistant Secretary, as by Order of the Society, shall be signed to all Publications. He shall make proper Indexes to all the Books of the Society. He shall visit Manufacturies, or apply to Manufacturers for Information, when required by the Society ; and he shall, as much as possible, endeavour to make himself acquainted with the Nature and Circumstances of the several Arts and Manufactures of this and other Countries. And in consideration of his constant Attendance, Abilities, and Diligence, he shall be paid

paid a Salary of one hundred and fifty Pounds a year.

Business of the Assistant Secretary.

TH E Assistant Secretary shall attend at all Meetings of the Society. He shall likewise attend Committees, when particularly ordered. He shall transcribe fair all the Proceedings of the Society's Meetings and Committees in the following Books respectively, viz. Society's Minute Book—Committee Minute Books—Memorandum Book—Copy Book of Letters received and sent by the Society, if so directed—Book of Rules and Orders—and Reward Book—And shall paste all Letters and Papers in the Guard Book, when so ordered—All the Books and Papers of the Society shall be kept at their Office, for the Inspection of the Members ; and the Secretary, Assistant Secretary, and Register, shall each of them have a Key to the Presses : moreover all Papers shall be copied in the same Office, that they may be at hand when wanted.—He shall transcribe all Letters that have been prepared by the Secretary, and approved by the Society. As a Satisfaction for such Services, he shall be paid a Salary of fifty Pounds a Year.

Any Member having obtained Leave to take Copies of the Proceedings or Papers of the Society, shall pay to the Assistant Secretary, for writing the same, after the rate of two Pence for every hundred Words.

Business

Business of the Register.

THE Register shall have an Apartment in the House of the Society, that he may be ready on the Spot to receive Messages, Letters, and all Matters brought to the Society : to answer all Inquiries, and deliver Plans, Lifts, etc. to such Members as shall come or send for them, of which he shall take care to have a sufficient Number. He shall have the Custody and Care of all the Furniture, Books, such Papers as the Society shall think proper, and other Effects whatever belonging to the Society. He shall have the Direction of all the inferior Servants. He shall receive and have charge of all Matters sent to the Society by Candidates for Premiums, and shall enter them properly, at the Time when delivered, in a Book for that Purpose. He shall keep a fair Inventory of all the Goods and Effects of the Society, to be always ready when called for. He shall keep an Account of all Stationary Ware, printed Books, Coals, Candles, and all other Particulars sent in by Tradesmen for the Use of the Society, in a Day-Book for that Purpose; and shall enter the same fairly, under their several Heads, in another Book, to be laid every Month before the Committee of Accompts, as a Check on Tradesmens Bills. He shall attend all Meetings and Committees of the Society, and inform them of all Matters under his Department, necessary for them to know. For all which Services he shall be paid a Salary of fifty Pounds a Year.

Moreover,

Moreover, for keeping the Apartments and Furniture of the Society clean and in proper Order, he shall be paid a further Sum of ten Pounds a Year.

Business of the Collector.

THE Collector shall give such Security as the Society shall require, for the Trust reposed in him. He shall collect the Subscription Money from the Members as it becomes due, paying all he collects, over and above the Sum of one hundred Pounds, into the Bank of England ; which Sum of one hundred Pounds he may reserve in his Hands, to defray the current Expences of the Society. He shall attend all Committees of Accompts ; and at every Meeting of the Society he shall lay before them the Bank Book, with an Accompt of what Money he has received, paid in to the Bank, or remains in his Hands. He shall keep the Cash Accompt of the Society, and draw out exact Lists of the Members, with the Sums contributed by each, and Arrears due. For all which Services he shall be allowed six Pence in the Pound on all such Contributions ; but not on Legacies and particular Donations.

Meetings of the Society.

THERE shall be eight general Meetings every Year in the Great Room of the Society, at Six of the Clock in the Evening precisely; viz. on the second Wednesday in January,
the

the first Wednesday in February, the first Wednesday in March, the first Wednesday in April, the first Wednesday in May, the last Wednesday in May, the second Wednesday in November, and the second Wednesday in December. At which Meetings only, if twenty Members at least are present, Rules and Orders for the Government of the Society may be made and altered; and such Rules, Orders, and Alterations being approved at the next succeeding general Meeting, shall be valid and binding.

An extraordinary general Meeting may be appointed at any Meeting, on any nine Members then present desiring the same, or at any other time by nine Members applying for the same, to the President, or any one of the Vice-Presidents, by a Writing under their Hands; which extraordinary general Meeting shall be advertised three Days successively in two of the Daily Papers. And if twenty-five Members are present, they may proceed to Business.

The ordinary Meetings of the Society shall be held on Wednesday in every Week at six of the Clock in the Evening precisely, from the second Wednesday in November to the last Wednesday in May, and in the intermediate Time on the first and third Wednesday in every Month; and if at such ordinary Meetings, there should be present eleven or more Members, they may proceed on Business; and the said Meetings shall have Power to appoint such Committees, as they think necessary.

Order

Order of Proceedings of the Society.

TH E Book of Rules and Orders, List of Premiums, and of Members, shall lie upon the Table before the President, or presiding Member, at all Meetings ; and before the Chairman at all Committees.

At all Meetings, Business shall begin at six of the Clock in the Evening, with reading the Minutes of the preceding Meeting, but no Part of such Minutes shall be discussed, till the whole has been read through.

Candidates shall be ballotted for, and during the Ballot the Business of the Evening shall be proceeded on.

The Minutes shall be read a second time, and no other Matter shall be proposed till the said Minutes have been discussed Article by Article : and all Parts of the Minutes which are not objected to, at the second Reading, shall stand confirmed.

The President, after the first, and also after the second Reading of the Minutes, is to order that all Gentlemen, who are not Members or introduced Auditors, be desired to withdraw.

Reports from Committees shall be made. And the Adjournment of those Committees, which have not finished the Business referred to them, shall be declared to the Society.

New

New Matter to be considered.

The President or presiding Member shall then read over to the Society the Subjects the Committees are to discuss the following Days.

Memorandums to be moved for, and entered in the rough Memorandum Book, by the Members who propose them.

Letters to be read.

No Question shall be put on any Motion, unless the Motion is seconded.

No Motion that has been rejected shall be made again till after three Months from the Time of its Rejection.

No new Proposition shall be entered upon after ten of the Clock at Night.

No Premium shall be offered to the Public, until it has been approved of by a Committee, and agreed to by the Society at two Meetings : and no Premium or Bounty shall be given to any Candidate, unless the Society, at two Meetings, shall be satisfied that such Candidate does really deserve the same.

No Proposition shall be carried into execution, till it is approved and confirmed by the Society at two subsequent Meetings.

If

If at the second Reading of a Proposition, any Alteration shall be made by way of Amendment, such Alteration shall not want the Confirmation of another Meeting, unless the Society shall increase a Premium ; in which case it shall require the Confirmation of another Meeting.

No Member shall be permitted to be on the Area or Space between the Tables, while the Society is proceeding on Business, nor shall any Member stand up within the Seats, unless it be to speak, or to go from or return to his Place therein.

When any Member speaks he shall stand up, and address himself to the Chair, and the rest shall remain silent.

When two or more offer to speak together, the President or presiding Member shall determine who shall speak first.

At all Meetings of the Society, no Member shall speak more than once, on one and the same Question, unless it be to explain himself.

The Member that speaks to order shall be first heard.

When a Matter is in Debate, if any Member speaks to new Business, the President, or presiding Member, shall interrupt him.

When on any Question an equal Number of Hands appear to be held up for and against the same,

same, the President or presiding Member shall appoint two Members to count and report the Numbers to the Chair.

In all Meetings and Committees, the President or presiding Member shall only vote when the Suffrages are equal.

The Opinion of the Society shall be taken by Ballot, instead of Hands held up, if desired by four Members.

No Meeting shall be adjourned until the Majority of the Members present, upon the Question being put and seconded, shall agree thereto ; nor shall the Question be put until the Names of the Candidates proposed at such Meeting have been read.

Election of Members.

AT all Meetings any Person having a new Member to propose, shall deliver in his Name, Addition, and Place of Abode, signed by the Proposer, which shall be read by the Secretary, who shall insert the Name in a List of Candidates, to be hung up in the Society and Committee Rooms until the next Meeting of the Society, at which such Persons shall be ballotted for; and if two thirds of the Members then voting shall ballot in his favour, he shall be deemed a perpetual Member upon Payment of Twenty Guineas at one Payment ; or a subscribing

ing Member upon Payment of any Sum not less than Two Guineas annually. (BB)

In Election of Members a second Ballot shall be granted, if immediately demanded.

No Stranger shall be admitted without leave of the Society.

Foreigners, or Persons who do not reside in England, may be elected, by Ballot, Corresponding Members of this Society, without being subject to any annual Payment, and shall be admitted to the Meetings and Committees of the Society, during their Residence here, provided their Residence does not exceed a Year at one Time ; but shall not be permitted to vote.

Every Member shall pay his Subscription Money in Arrear within one Month after he has been applied to by Letter, from the Collector for that Purpose, according to the Copy annexed (C) ; and no Person shall be intitled to vote at any Meeting or Committee until his Subscription for the current Year and all Arrears are paid.

When any Person is elected a Member, the Assistant Secretary shall immediately inform him thereof by Letter (D), and therewith send a printed Book of Rules and Orders, and the List of Premiums. And the Collector, as soon as conveniently he can, shall wait on him with the Subscription Book.

Of Committees.

THE standing Committees for the Year shall be declared on the second Wednesday in November, and the Members to constitute the same shall be named by the Society.

- I. Committee of Accompts.
- II. Committee of Correspondence.
- III. Committee of Premiums, classed as follows,

Polite and Liberal Arts.

Agriculture.

Manufactures.

Mechanics.

Chymistry, Dying and Mineralogy.

British Colonies and Trade.

Nine Committee Minute Books are to be kept, one for each of the above-mentioned Committees, and one for miscellaneous Matters.

Two Chairmen shall be elected by Ballot for the Committee of Accompts, Committee of Correspondence, and each Class of the Committee of Premiums, severally, who shall preside for that Year when present, in the order they are named; and in case neither of the said Chairmen should be present at their respective Committee, any other Member shall be appointed by the Committee Chairman for the Occasion. The Chairman shall take care that regular Meetings of the Committee be appointed, and shall make their Reports perfect
and

and without Blanks, at the next Meeting of the Society.

All Committees shall have Power to adjourn themselves as they think fit. And notwithstanding particular Gentlemen are named for each Committee, every Member is of every Committee.

If a Member shall signify to the Secretary his Intention to attend any Committee, he shall be summoned to it; and the Secretary shall be directed to summon such other Members, as the Chairman apprehends most conversant in the Business to come before them, which Business also shall be declared in the Summons. And five Members shall constitute a Committee.

There shall be constantly hung up in the Society Room and Committee Room a List of all Committees, specifying the Business they are to consider, and the Days they are appointed to meet.

Of Rewards.

WHEN any Proposal is made for a Premium or Reward, and the Motion made and seconded, it shall be delivered to the Chair in Writing, and the same shall be read twice.

The rough Memorandum Book shall lie on the Table of the Society, in which, at all Times, a Member may write down any Proposal for Premiums (or any other Matter he shall judge useful) signing it with his Name, or not, as he pleases. And the Secretary shall from Time

to Time acquaint the Society at their ordinary Meetings, with all Proposals standing in that Book.

All Matters, for which the Society shall henceforth propose Premiums, shall be begun after the Publication of such Premiums, unless there be a particular Exception in the said Publication.

The Society reserve to themselves the Power of giving, in all Cases, such Part only of any Premium as the Performance shall be judged to deserve.

No Premium for any Discovery or Improvement shall be proposed after the general Meeting on the first Wednesday in April for that Year : and the Subjects, for the Discovery, Improvement, or Introduction of which Rewards are proposed to be given, shall be then fixed.

That all Rewards may be distributed with the utmost Impartiality and Justice, the Names of the Claimants shall be concealed ; and the Society shall, whenever they think proper, desire the Assistance of such Gentlemen, Manufacturers, or others, tho' not Members of it, as shall be deemed best able to judge of and discover the Truth and Value of any Matter or Thing for which a Premium has been claimed.

No Medal or Sum of Money shall be proposed as a Reward for any Person or Thing, not appointed in the List of Premiums, unless Thirty Members are present ; and a Majority to bestow such

such extraordinary Medal or Sum of Money, shall consist of two Thirds at least of the Members present.

All new Rules and Orders shall be signed by the President or a Vice-President, and undersigned by the Secretary, and hung up in the Society Room and Committee Room for the Information of the Members, till such time as they are inserted in their proper Places in the subsequent printed Book of Rules and Orders.

Resolutions.

TH A T all Models of Machines, which obtain Premiums for the future, be the Property of the Society.

TH A T in all Subjects relating to Mechanics, such ample Minutes be taken, as may be useful for drawing up a proper and instructive Account of them.

Papers

(A)

BALLOTING LIST.

PRESENT OFFICERS.

PRESIDENT.

Jacob, Lord Viscount Folkestone.

VICE-PRESIDENTS.

Robert, Lord Romney, L. L. D. F. R. S.

George Henry, Earl of Litchfield.

Simon, Earl Harcourt, F. R. S.

Hugh, Lord Willoughby of Parham, Praef.
S. A. & F. R. S.

Reverend Stephen Hales, D. D. F. R. S.

Charles Whitworth, *Esq*;

Edward Hooper, *Esq*; F. R. S.

George Eckerfall, *Esq*;

SECRETARY, Dr. Peter Templeman.

ASSISTANT SECRETARY, Mr. George Box.

REGISTER, Mr. William Shipley.

COLLECTOR, Mr. George Box.

PRESIDENT.

VICE-PRESIDENTS.

SECRETARY.
ASSISTANT SECRETARY.
REGISTER.
COLLECTOR.

Papers referred to.

No.

176

REceived of
the sum of being his
contribution to the *Society for the encouragement
of Arts, Manufactures, and Commerce*, for one year
from

£

VICE-PRESIDENT.

No.

176

REceived of
the sum of being his
full contribution to the *Society for the encourage-
ment of Arts, Manufactures, and Commerce*.

£

VICE-PRESIDENT.

S I R,

(C)

I Am directed to inform you, That your annual
subscription of has been in
arrear since the day of and
as it is of consequence for the Society to know
what sums of money they can bestow in Premi-
ums, you are requested to order the payment of
it.

By order of the Society,

COLLECTOR.

(D)

TH I S waits on you, to inform you, that on
the day of you was
elected a Member of the *Society for the encourage-
ment of Arts, Manufactures and Commerce*.

By order of the Society.

ASSISTANT SECRETARY.

THE
LIBRARY
OF THE
MUSEUM
OF
COMPARATIVE ZOOLOGY
AT
HARVARD UNIVERSITY
CAMBRIDGE, MASS.

(55)
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